



U.S. Department of Commerce

HUMAN RESOURCES SUMMIT

‘The Changing Faces of Human Resources for HR Professionals’

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Office of the Secretary
Office of Human Resources Management



U.S. Department of Commerce

Individual Development Plans

Presented by
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Agenda

- Review the importance of Career Development
- Review techniques to discuss development with your supervisor
- Receive assistance in developing an Individual Development Plan (IDP)

Learning Objectives



- At the end of this session, participants will be able to:
 - Define competency
 - Describe at least three techniques that can be used to have development discussions with their supervisors
 - Identify three components of the Individual Development Plan

What's In It For Me?



By taking ownership of your career and focusing on your professional development, you will:

- Be better able to recognize opportunity
- Become increasingly effective in the workplace
- Have a fulfilling and rewarding career

Putting It All Together !

- Assess your current strengths and weaknesses
- Plan and prioritize your developmental needs
- Identify development activities and opportunities
- Talk with your supervisor (if applicable)
- Put your plan into action
- Assess your results and accomplishments
- Re-evaluate!

The Individual Development Plan (IDP)

- The IDP is a tool to help individuals reach career goals within the context of organizational and individual goals. It is a developmental “action” plan to move employees from where they are to where they want to be
- It provides the systematic steps to improve developmental needs and build on strengths as individuals improve job performance and pursue career goals

Summary

- Employees must take charge of their careers
- Assessment is needed to improve one's self
- An IDP is a tool used for developing an action plan to improve current job performance and pursue future career goals

Where to Get More Information



- Office of Personnel Management's (OPM) website for IDP Information

http://www.opm.gov/hcaaf_resource_center/assets/Lead_tool3.pdf

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Quiz



A competency is:

- A combination of skills that an employee must demonstrate to be effective in a job.
- A combination of behaviors that an employee must demonstrate to be effective in a job.
- A combination of skills and behaviors that an employee must demonstrate to be effective in a job.

An IDP is:

- A contract between the supervisor and employee.
- A tool for development that helps employees decide and prioritize developmental goals.
- The answer to all of your development needs and will guarantee a promotion.

When completing an IDP:

- You should not talk to your supervisor about your development goals, because they may disagree.
- You should share your ideas for development with your supervisor and others you come in contact with.
- You should use the same language from your Performance Appraisal.